

 <div style="text-align: center;"> STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER DPDR 01.03.011	PAGE 1 of 2
		EFFECTIVE DATE October 21, 1996	
SUBJECT Project Development and Maintenance Environmental Review Procedures		SUPERSEDES	DATED
TITLE Office of the Commissioner	CHAPTER Interagency/Intra- agency Actions	APPROVED BY	

PURPOSE AND SCOPE

These procedures establish guidelines for the conduct of departmental review of all Pre-construction, Construction and Maintenance operations to ensure compliance with all applicable environmental laws, regulations and clearances.

Reference: Department Policy 01.03.011

DISTRIBUTION

All holders of the Department of Transportation & Public Facilities Procedures Manual.

PROCEDURE

- A. The Project Design Manager or Project Construction Engineer shall notify the Regional Environmental Supervisor of all project changes following PS&E. The Regional Supervisor shall review and, for those changes affecting environmental commitments, concur in any proposed Request for Proposals (RFPs), addenda, modifications, change orders or supplemental agreements. In addition, the Design Project Manager shall meet with the Regional Construction Engineer and Regional Environmental Coordinator to review the project environmental commitments document immediately prior to advertisement of the project. This is to ensure continued compliance with the project environmental commitments document.
- B. When contractor supplied material sources or disposal sites are to be included as part of a project, departmental contracts shall require the contractor to obtain all necessary environmental permits and clearances. When necessary to assure compliance, the department shall use a contract specification requiring the contractor to provide a certified wetlands specialist to complete the required filed work and demonstrate Corps of Engineer's approval of any sites to be used.
- C. At each project pre-construction conference, the Regional Environmental Supervisor shall review the environmental commitments document for the project with the Contractor and Project Construction Engineer so that they understand

the environmental commitments that have been made for the project. The Project Construction Engineer shall assure that all project field personnel under his/her supervision and the contractor's superintendent understand the environmental commitments for the project. For maintenance projects involving environmental commitments, the Area Maintenance Foremen shall assure that all his/her field personnel understand the environmental commitments for a project.

- D. Each Regional Environmental Supervisor shall regularly schedule field reviews of, and provide reports on, construction and maintenance activities in their region. The purpose of these field reviews is to detect existing and/or potential environmental problems and determine appropriate mitigation to prevent and/or minimize detrimental effects. Specifically, the Regional Environmental Supervisor shall identify needed corrective actions in consultation with the Project Engineer or Area Maintenance Foreman and the proper permitting agencies, as required. Furthermore, the Project Engineer or Area Maintenance Foreman shall implement these corrective actions and notify the Regional Environmental Coordinator when complete. A copy of each report including implementation notification) shall be distributed to the appropriate directors of Design and Construction or Maintenance and Operations, Statewide Environmental Coordinator and appropriate federal funding agency.
- E. Maintenance Directors and their Area Foremen shall meet at least annually with the Regional Environmental Supervisor to discuss their general maintenance program and address specific projects to determine required environmental review. At this meeting, the Regional Environmental Supervisor shall review the purpose and requirements of the department's environmental program, particularly as it relates to maintenance and operations. In addition, Maintenance Directors and their Area Foremen must continually keep their Regional Environmental Coordinators informed throughout the year as to their off shoulder maintenance activities to ensure proper environmental permitting.
- F. Periodically, the Regional Environmental Supervisor shall confer with the directors of Design and Construction, and Maintenance and Operations to recommend and provide environmental training (in cooperation with the department's Environmental/Regulatory Special Assistant) for all departmental field personnel working on construction and maintenance activities.